



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday September 17, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by Director Wiesen
Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. PRESENTATIONS

1. Delta Breeze Broadcasting
General Manager Howard – Stated that this item will be moved to a future date.

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

None

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

- 1. Approval of DRAFT minutes of regular meeting dated September 3, 2014**
- 2. Approve Register of District Invoices**
- 3. Adoption of Resolution No. 2014-24 for the Conflict of Interest Code Amendment for 2014**

Motion by: Director Pease to approve the Consent Calendar.

Second by: Director Wiesen

Vote – Motion Carried – AYES: 5, NOES: 0

F. BUSINESS AND ACTION ITEMS

1. Consideration and Approval of Leash Free Dog Park at the Discovery Bay Community Center
General Manager Howard – Provided the details of item F-1.

Parks and Recreation Manager Perez – Provided additional details of item F-1. There was discussion between the Parks and Recreation Manager, the General Manager, Legal Counsel, and the Board.

Motion by: Director Pease to 1) Approve site location for Leash Free Dog Park at the Discovery Bay Community Center; 2) Direct staff to work with community groups to assist with fundraising efforts; and 3) Return to the Board in 60 days with a project budget and financing plan.

Second by: Director Wiesen

Vote – Motion Carried – AYES: 5, NOES: 0

2. Award of Contract to Saviano Company Inc. for the Discovery Bay Community Center Tennis Court Renovations

General Manager Howard – Provided the details of item F-2.

Parks and Recreation Manager Perez – Provided additional details of item F-2. There was discussion between the Parks and Recreation Manager, the General Manager, and the Board.

Motion by: Director Graves to 1) Award contract to Saviano Company Inc. in the amount not to exceed \$88,000.00 for the Discovery Bay Community Center Tennis Court Renovation; (2) Approve budget modification in the amount of \$20,000.00 from the Community Center Fund; and; (3) authorize the General Manager to execute all contract documents.

Second by: Director Pease

Vote – Motion Carried – AYES: 5, NOES: 0

3. Adoption of Resolution No. 2014-23 Establishing Internal Revenue Code Section 125 Cafeteria Benefit Plan

General Manager Howard – Provided the details of item F-3. There was discussion between the General Manager and the Board.

Motion by: Director Pease to 1) Adopt Resolution No. 2014-23 Establishing an Internal Revenue Code Section 125 Cafeteria Benefit Plan; 2) Establish Total Administration Services Corporation as the District's Third Party Administrator; and 3) Direct the General Manager to execute all Plan documents.

Second by: Director Wiesen

Vote – Motion Carried – AYES: 5, NOES: 0

4. Adoption of Resolution No. 2014-22 Establishing FY 2014-15 Town of Discovery Bay Community Services District Capacity Fee Program

General Manager Howard – Provided the details of item F-4. There was discussion between the General Manager and the Board.

Motion by: Director Pease to rescind Resolution No. 2014-17 and Adopt Resolution 2014-22 Establishing Capacity Fee Charges for FY 2014-15 and beyond.

Second by: Director Wiesen

Vote – Motion Carried – AYES: 5, NOES: 0

5. Purchase of Motor Control Center Control Panel for the Secondary Improvements Capital Improvement Project

General Manager Howard – Provided the details of item F-5.

District Engineer Harris – Provided additional details of item F-5. There was discussion between the General Manager, the District Engineer, and the Board.

Motion by: Director Pease to authorize issuance of a Purchase Order to Veolia Water in the amount of \$198,878.00 plus tax for the purchase of the Motor Control Center Control Panel for the Secondary Improvements Capital Improvement Project.

Second by: Vice-President Steele

Vote – Motion Carried – AYES: 5, NOES: 0

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. District Financial Statement Report – FY2013-14

General Manager Howard – Stated that item G-1 will be brought back to the next meeting dated October 15, 2014.

2. Community Center Financial Review

General Manager Howard – Stated that item G-2 will be brought back to the next meeting dated October 15, 2014.

H. VEOLIA REPORT

1. Veolia Report – Month of August 2014

Project Manager Berney Sadler – Provided the details of the August 2014 Monthly Operations Report. There was discussion between the Project Manager, the General Manager, and the Board.

I. MANAGER'S REPORTS – Discussion and Possible Action

None

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Provided an update regarding the Sand Bay Isle issue. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

None

M. CORRESPONDENCE – Discussion and Possible Action

1. R - Byron Municipal Advisory Council meeting minutes dated August 21, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

1. Transparent California - TODB Payroll Records for 2012 and 2013 Received August 24, 2014

O. FUTURE AGENDA ITEMS

1. Marianne - 1st Annual Festival of Trees - Fund Raiser - Informational Item only

P. ADJOURNMENT

The meeting adjourned at 8:02 p.m. to the next Regular meeting dated October 15, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 09-22-14

<http://www.todb.ca.gov/content/agenda-and-minutes/>